



सीएसआईआर - प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)

होशंगाबाद रोड, हबीबगंज नाका के पास, भोपाल - 462 026

(दूरभाष क्र./Phone No.: 2488809, 2457609, 2457615 फ़ैक्स क्र./Fax No.: 0091-0755- 2488355/2488985)

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सन्दर्भ क्र. / Ref. No.: Pur/MC/157(2024-25)

दिनांक/Date: 10.01.2025

प्रति/To,

मेसर्स डी एच आर होल्लिंग इंडिया प्रा. ली.  
तीसरा माला , बी -विंग , आर्ट गिल्ड हाउस , फोनेक्स मार्किट सिटी  
एल बी एस मार्ग, कुर्ला (वेस्ट) मुंबई - 400070

निविदा जमा एवं खुलने की तिथि : तुरंत

महोदय/Dear Sir,

I am directed to request you to submit your quotation for Call Basis, Non-Comprehensive Annual Maintenance of “**Leica Microscope**”, online through CPP portal within the stipulated time period as mentioned in the e-tender portal/notice.

1. Technical Representative of the firm should attend to ASP service call after receiving intimation from the concerned Division /Section. The services calls will be made by the User Department directly. In case of non attending service call, order can be cancelled by this Institute by giving one month notice.
2. Income tax & surcharge thereon as applicable will be recovered at source from each bill of Non-Comprehensive Annual Maintenance, if applicable.
3. **FALL CAUSE:** The rates charged for Non-Comprehensive Annual Maintenance should in no event exceed the lowest price at which the party takes up the Non-Comprehensive Annual Maintenance of similar services identical description to any other person/party during the period of contract.
4. The Authorized Service Provider (ASP) should quote the rates in figure as well as in words. In case of any disputes/ambiguity and the rates quoted in words/figure, the higher value quoted either of the two shall be considered.
5. The rates should be valid for a period of **one year** from the date of acceptance of order.
6. Unsigned and undated quotation will not be considered.
7. No request for incorporating post tender changes in quoted specification and correcting typographical error will be considered after opening of submitted tenders.
8. **Force majeure:** as deemed fit by this Institute will be made applicable for this contract.
9. Tender which do not fulfill any or all of the above condition or incomplete in any respect, are liable for rejection.
10. In the event, the Equipment/Machine does not work during the Non-Comprehensive Annual Maintenance period, the Non-Comprehensive Annual Maintenance period will be extended accordingly for the proportionate period.
11. Conditional offer/quotation shall not be accepted. Terms & Conditions included by ASP in the quotation are not bound on AMPRI for acceptance.
12. All the corrections and alternations made in the quotation must be duly countersigned by the authorized signatory, without which quotation will not be considered.
13. In case of non-fulfillment/non-compliance of the above terms and condition, your quotation shall be treated as incomplete.
14. **Payment Terms:** On Bill basis after satisfactory completion of each preventive maintenance visit against invoice received complete in all respects duly certified by concerned user/HOD.
15. Director AMPRI, reserve right to terminate the Non-Comprehensive Annual Maintenance due to any unforeseen reason at any stage without assigning any reason.
16. **Arbitration:** In the event of any question /dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.

अनुभाग अधिकारी (भं एवं क्र.)/ Section Officer (S&P)

## निबंधन एवं शर्तें / Terms & Conditions

1. **Payment:** Payment for Annual Maintenance Contract will be made **on Call basis** against submission of pre-receipted Bill along with service report **duly certified by the User.**
2. Your Technical Representative must attend the service call within same day after receiving intimation from the concerned Division /Section. The service calls will be made by the User Department directly. In the event of emergency you should extend your cooperation by making your representative available for Saturday/Sunday and other Public Holidays.
3. **Liquidated Damages Clause :** In the event of equipment/machine is down for more than 24 hours after intimation to the Firm, then a penalty of 0.5% per day will be imposed upto the maximum of 10% for not attending the job at the CSIR-AMPRI, proportionate amount will be recovered from your Annual Maintenance bill.
4. In the event the Equipment/Machine does not work during the Annual Maintenance Contract period, the Annual Maintenance period will be extended accordingly for the proportionate period.
5. **Arbitration:** Any dispute arising out of this contract shall be referred to the Sole arbitration of Director, CSIR-AMPRI, Bhopal. The award of arbitration shall be final and binding on the parties.
6. Tax Deduction at Source (TDS) will be recovered from each running bill of Annual Maintenance Contract, if applicable.
7. **Fall Clause:** The rates charged for the Annual Maintenance Contract should in no event exceed the Contract price at which the party takes up the Annual Maintenance Contract of identical description to any other person/party during the period of contract. While claiming payment, the firm should give the Certificate to this effect in its bill.
8. The Tenderer should quote the rates of the items in figure as well as in words. In case of any disputes/ambiguity and the rates quoted in words/figure, the higher value quoted either of the two shall be considered.
9. The quotation should be valid for a minimum period of 90 days from the date of opening of the tender.
10. Quotation will be opened on the date & time of opening of quotation as indicated above in the presence of tenderer or their authorized representative, if any.
11. Valid Sales Tax No./TIN No. should be enclosed along with your quotation.
12. No request for incorporating post tender changes in quoted specification and correcting typographical error will be considered after opening of submitted tenders.
13. All the corrections and alternations made in the quotations must be duly countersigned by the authorized signatory, without which quotation will not be considered.
14. Unsigned and undated quotation will be rejected summarily.
15. Conditional offer/quotation shall not be accepted.
16. In case of non-fulfillment/non-compliance of the above terms and condition, your quotation shall be treated as incomplete.
17. Director, CSIR-AMPRI reserve right to terminate the Annual Maintenance Contract at any stage giving One Month notice without assigning any reason and ask for refunding prorata amount for the remaining period.
18. In the event of any dispute, the decision of Director, CSIR-AMPRI, Bhopal will be final.

**मूल्य अनुसूची**  
**PRICE SCHEDULE**

| अनुक्रमांक<br>Sr. No.                                | एएमसी का विवरण<br>Description of AMC                                    | मात्रा<br>Qty. | दौरों की संख्या<br>No. of Visits | दौरों का दर<br>Rate per visit | कुल रक्कम<br>Total Cost |
|--|---|----------------|----------------------------------|-------------------------------|-------------------------|
| 1  | Leica Microscope Model Dm6000 M With Dfc 420 Camera, Qmw & Las Software | 01 प्रणाली     | ..... (एक वर्ष की अवधि में)      |                               |                         |
| 2  | Leica Microscope Model Dm 2700 M With Dfc 295 Camera & Las Software     | 01 प्रणाली     |                                  |                               |                         |
| 3  | Leitz Microscope Model Metalloplan With Dfc 420 Camera & Las Software   | 01 प्रणाली     |                                  |                               |                         |
| 4  | Wild Sterio Zoom Microscope   | 01 प्रणाली     |                                  |                               |                         |
| अतिरिक्त सेवा कर (Additional Service Tax)/ GSTN      |   |                |                                  |                               |                         |
| कुल एएमसी लागत (रुपयों में ) Total AMC Cost (In Rs.) |   |                |                                  |                               |                         |

(अक्षरो में :-

(In Words):- \_\_\_\_\_ )

विक्रेता के हस्ताक्षर / सेवा प्रदाता

दि.: \_\_\_\_\_

## Bidder Information Form

(The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm] Date: [insert date (as day, month and year) of Bid Submission] Tender No.: [insert number from Invitation for bids]

|   |
|---|
| 1. Bidder's Legal Name [insert Bidder's legal name]   |
| 2. In case of JV, legal name of each party: [insert legal name of each party in JV]   |
| 3. Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]   |
| 4. Bidder's Year of Registration: [insert Bidder's year of registration]  |
| 5. Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]  |
| (l) 6. Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address] |
| 7. Attached are copies of original documents of: [check the box(es) of the attached original documents] Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.  |

Signature and Seal of the  
Service Provider /Bidder.....

Place:

Date:

**Price Certificate**

(To be submitted on the firm's letter head with Technical Bids)

Certified that, rates quoted are not higher than the rates quoted for the same /similar equipment /item charged to any other Govt. Organization /PSUs/CSIR Labs or any firm/ organization

Name .....

Address.....

.....

Signature & seal of Bidder

**MANUFACTURERS' AUTHORIZATION FORM**

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid.

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To: [insert complete name and address of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 2.21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**  
**(On the Letter Head of the Bidder)**

Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_  
(Name & address of the Purchaser)

Sir,

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para 1.3.0 of ITB of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

a

b

c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature  
(Name of the Authorized Signatory)  
Company

Bid-Securing Declaration Form

Date: \_\_\_\_\_ Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)